



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 10467.1
N42
19 APR 06

COMNAVCRUITCOM INSTRUCTION 10467.1

From: Commander, Navy Recruiting Command

Subj: NATIONAL FURNITURE PROGRAM

Encl: (1) Furniture Guidelines and Procedures
(2) Standard Furniture Menu
(3) Standard Furniture Types

1. Purpose. To provide guidance to COMNAVCRUITCOM field commands who have office furniture requirements within their area of responsibility.

2. Background. COMNAVCRUITCOM has implemented a National Furniture Program to support the recruiting mission by providing high quality professional looking recruiting offices, including the Recruiting District Headquarters. The program is designed to fund, coordinate, and manage the field recruiting station furniture requirements. COMNAVCRUITCOM N42 will coordinate and approve all requirements to support this program. The highlights of the program include total support by the approved Vendor to include delivery, setup, and disposal of old furniture and the coordination of all station moves.

3. Responsibilities

a. Facilities Director/Engineer (N42) has the overall responsibility for the National Furniture Program. N42 shall:

- (1) Provide annual furniture requirements to Comptroller (N8).
- (2) Approve all new furniture requests including all recruiting station moves.
- (3) Develop and disseminate National Furniture Program policy and guidance to field commands and the approved Vendor.

b. National Furniture Program Manager shall:

- (1) Provide guidance, supervision and execution of the National Furniture Program. Establish instructions and perform

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quality assurance. Evaluate funding baselines necessary to achieve program requirements to present a professional image.

(2) Monitor the on-time delivery performance to field recruiting stations. Report any unsatisfactory service.

(3) Function as the COMNAVCRUITCOM N42 point of contact for tracking funding, execution, and status of all furniture orders.

(4) Coordinate all furniture data calls, disseminate delivery schedules, and track funding control levels.

(5) Maintain an accurate station/furniture database that serves as a tracking tool to ensure all approved sites actually receive furniture as scheduled.

c. NAVCRUITDIST Commanding Officers (CO) shall:

(1) Ensure the LSO fulfills his/her duties in accordance with this instruction and has the adequate resources to effectively manage the command's furniture program;

(2) Ensure all station furniture removed from any recruiting station is disposed of in accordance with this instruction.

d. The Logistic Support Officer (LSO) shall:

(1) Manage the NAVCRUITDIST Furniture Program in coordination with the NAVCRUITDIST senior leadership and COMNAVCRUITCOM N42 to provide a professional looking recruiting office. Serve as the NAVCRUITDIST point of contact for all matters related to furniture requirements, scheduling, and logistics.

(2) Verify all authorized manning against Recruiting Facilities Management Information System (RFMIS) before submitting furniture orders to COMNAVCRUITCOM N42 National Furniture Program Manager.

(3) Serve as on-site Quality Assurance Inspector, when possible, to keep senior leadership and COMNAVCRUITCOM N42 apprised of all issues.

(4) Follow the furniture procedures and guidelines as outlined in enclosure (1).

e. The Vendor will:

(1) Provide professional looking office furniture, layout and design, schedule of delivery and Disposal Recycling Management Office (DRMO) disposal services to each recruiting station as outlined in the contract. The Vendor will take furniture orders from COMNAVCRUITCOM

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N42 only. Upon receipt of all orders, the vendor will provide a delivery schedule to N42.

(2) Provide each recruiting station the standard furniture package approved by COMNAVCRUITCOM. Prior to scheduling, will make phone contact with the station point of contact and discuss any station unique requirements.

4. Policy. See enclosures (1) through (3).

/s/
P. E. DONAHUE
Deputy

Distribution:
COMNAVCRUITCOMINST 5216.2V
Lists: I (A, B and C)
IIA

Furniture Guidelines and Procedures

The following enclosure will provide guidance and procedures for new furniture delivery, setup, and disposal of old furniture and the coordination of all station moves. Please follow these steps when coordinating new furniture or requesting a recruiting station move for your command.

1. Station Furniture Requirement

a. NAVCRUITDIST furniture program managers will submit their next fiscal year furniture requirements when requested by COMNAVCRUITCOM N42. The furniture data call is for NAVCRUITSTA, NORS and Zone Supervisor offices within your command's area of responsibility. Data calls will normally be taken during the USACE Recruiting Facility collocation meeting held in May of each year.

b. When reviewing your command's station furniture plan, ensure those recruiting stations with the worst furniture are your top priority.

c. It is N42 policy to provide furniture for the authorized manning reflected in RFMIS only. This policy is followed to ensure that new furniture will properly fit into the existing authorized facility space and that duplicate furniture is not purchased when the command reassigns recruiters to another recruiting station on a temporary assignment.

d. Manning adjustments must be requested, justified, and approved. In regards to manning conflicts (current onboard vs authorized), please contact N42 Facility Manager for assistance and guidance.

e. COMNAVCRUITCOM N42 will audit each data call submission for accuracy, duplication and format. Street addresses, point of contacts, and phone numbers will be verified.

f. NAVCRUITDIST station delivery priorities shall be identified in each data call submission.

2. Design and Final Bill of Material (FBOM)

a. The FBOM will be determined from the Standard Furniture Menu list, provided in enclosure (2).

b. The vendor will contact the designated point of contact to discuss the recruiting station layout. Based on the discussion, an office design and furniture layout will be prepared by the vendor and sent to the station POC for review.

c. Once the layout is approved, the vendor will provide a Final Bill of Material (FBOM) to N42 for approval. The authorized style and quantity is shown in enclosures (2) and (3). Exceptions to the style and quantity will be reviewed and approved by N42.

d. The approved office layout will be provided to the installer for execution.

3. Delivery Schedule

a. The Delivery schedule will be sent to each NAVCRUITDIST annually with each office delivery date.

b. COMNAVCRUITCOM N42 will provide a courtesy email notification to each NAVCRUITDIST 14 days prior to the scheduled delivery date.

c. The installers will arrive between 0800 and 0900 if not otherwise coordinated by your local point of contact beforehand.

4. Office Preparation For New Furniture

a. The NAVCRUITDIST shall verify each recruiting station is aware of the delivery schedule.

b. Each recruiting station Point of Contact (POC) shall perform the following:

(1) Unplug all computers and remove from desktops.

(2) Remove all materials from files that are to be replaced.

(3) Mark all items that will remain in the recruiting station and those being delivered to DRMO.

(4) Ensure the station doors are open and the designated point of contact is onboard and ready to receive the new furniture.

5. Delivery/Install Day

a. The installation company will be responsible for preparing a final inventory (using DoD Form 1348) of those items marked for DRMO. The senior person present or the POC will be required to sign completion of the furniture delivery and verify all items taken to DRMO are listed on the inventory sheet.

b. Recruiting station POC shall notify COMNAVCRUITCOM N42 National Furniture Program Manager when the designated installer does not arrive on time or on the date established for delivery.

c. All old furniture will be disposed of at the nearest DRMO in accordance with the Defense Material Disposition Manual (DoD 4160.21M) Chapters 6 and 8. No furniture items may be given away or contributed to any charity organizations without the approval of N42 (no exceptions).

d. Verify all items on the FBOM are received. Note any discrepancies and report to N42 any errors or unsatisfactory performance during delivery.

6. Recruiting Station Moves

a. Field commands are not authorized to self-move furniture to any other locations without the written approval of COMNAVCRUITCOM N42.

b. All station relocation requests shall be approved by N42 (Facilities Manager). All furniture relocation requests must be submitted via email no later than 30 days from the expected date of the relocation.

c. Upon approval, N42 will coordinate and fund the movement of all station furniture, files and office supplies to the new location. All relocation requests to the N42 Facilities Manager must include the following information:

(1) RSID of station. If a Zone Supervisor is at the same location, provide separate RSID.

(2) Date of move. This date must be accurate and may not be changed without penalty to COMNAVCRUITCOM. This should be verified by the U.S. Army Corps of Engineers.

(3) Current address, including street name and zip code.

(4) Address including street name and zip code of the new location.

(5) Name and phone number of the POC for this particular move and the onsite POC on the day of the relocation.

(6) U.S. Army Corps of Engineers POC (name and phone number) of the acting project action officer that has confirmed to the NAVCRUITDIST LSO the new space is ready for occupancy.

7. New Offices. It is the policy of COMNAVCRUITCOM to outfit all new offices with new furniture prior to opening for business. All command furniture program managers will ensure all new offices are programmed for new furniture. LSO must notify N42 Facilities Manager when space is ready to occupy 60 days in advance.

8. Emergency Furniture Request

a. When new furniture is received damaged and/or found broken, a replacement piece will be ordered, delivered, and installed as soon as possible. When the command submits an out-of-cycle furniture request, ensure a summary of details is provided.

b. Furniture damaged due to fire, flood, vandalism, etc. will be replaced as soon as possible. The NAVCRUITDIST shall contact COMNAVCRUITCOM N42 with the necessary information to order replacement furniture.

9. Keeping Old Furniture. If existing furniture at the recruiting station or support facility (such as file cabinets, short tables, or TV/VCR stands) is functional and does not cause an eye sore or distract from the new furniture, then it shall be retained. Station POC will annotate this change from the DRMO list and initial. The designated vendor will provide COMNAVCRUITCOM N42 with a list of furniture that went to DRMO and a list that was retained onboard.

10. Purchasing New Furniture. Field commands shall not purchase furniture using open purchase method without written approval of N42.

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11. Naval Recruiting District Furniture. All NAVCRUITDIST HQ furniture will be programmed and delivered as funds become available by COMNAVCRUITCOM N42. Normally, end of year funding will determine how many NAVCRUITDIST HQ's can be accomplished each FY. See enclosure (3) for types of furniture offered to the NAVCRUITDIST HQ by the National Furniture Program.

Standard Furniture Menu

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| Contract ITEM NO | SUPPLIES/SERVICES | CAT NO | STATION MANNING | | | | | | | |
|---------------------|----------------------------------|--------------------|-----------------|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Corner Curve Desk | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Corner Curve Desk, Right Handed | BC24487224PPS | - | - | - | - | - | - | - | - |
| | Corner Curve Desk, Left Handed | BC24724824PPS | - | - | - | - | - | - | - | - |
| 2 | Popup Power Receptacle | BVERSR96 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 3 | 20" Mobile Perd Box/File | PEDMPBBF20 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 4 | 12" Drawer Dividers | 2 DRAWER CI-DD-12 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
| 5 | 6" Drawer Dividers | 2 DRAWER CI-DD-6 | 4 | 8 | 12 | 16 | 20 | 24 | 28 | 32 |
| 6 | Pencil Tray | CI-PT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 7 | Chair, Swivel, Vanessa Vinyl | WVC-3261-BLK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8 | Chair, Non-swivel, Caressa Vinyl | WVC-3132-BLK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | Double Tower | H-3324-TC-SD-2F | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 10 | Credenza, 2 Door/2 Lat File | H-6624-CB-1D-2L-1D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 11 | Machine Stand, 2 Door 33X24 CRED | H-3324-CB-2D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 12 | Lateral File, 2 Drawer | H-3324-DB-2D | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 13 | Bookcase, 5 Shelf | H-3316-BK-5S-P | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 14 | Sofa, 3 Person | WVC-0812-UP | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 15 | Loveseat, 2 Person | WVC-0712-UP | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 16 | Lounge Chair, 1 Person | WVC-0612-UP | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 17 | End Table | H-2828-OT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 18 | 48" Screen | BVSBW2048UF | AR | AR | AR | AR | AR | AR | AR | AR |
| 19 | 72" Screen | BVSBW2072UF | AR | AR | AR | AR | AR | AR | AR | AR |
| 20 | Rectangular Desk, 30 X 60 | BVR3060PS | AR | AR | AR | AR | AR | AR | AR | AR |
| | | | | | | | | | | |
| | AR - As Required | | | | | | | | | |

Standard Furniture Types

Depending on the mission at each office, there may be different types and styles of furniture offered. Prior to the schedule and delivery, a representative from the vendor will visit or call the location and provide one-on-one assistance for your office options. Below are the general guidelines of furniture that will be offered.

1. Navy Recruiting Stations

(a) **Standard office furniture for a Navy Recruiter.** All recruiting stations will be outfitted with a menu of items already pre-selected by the senior leadership at COMNAVCRUITCOM. See enclosure (2). All recruiters will receive a desk, executive chair, applicant chair and double tower, which they will share with another member. If additional items are required and have not been provided contact your LSO for assistance.
www.unicor.gov/office_furniture/overview/system_furniture/ssbravo.cfm

(b) **Recruiter in Charge (RinC)** may or may not have their own individual office. All RinC's will receive the same standard package as other recruiters assigned at that office. If additional items are required and have not been provided contact your LSO for assistance.

(c) **Zone Supervisor Office.** Authorized only if designated in RFMIS with unique "Recruiting Station Identification" number (RSID). Only those offices that are reflected in RFMIS will receive new furniture through the National Furniture Program. Each Zone Supervisor office will be outfitted with a complete office package.

2. Navy Recruiting District

(a) **Commanding Officer, Executive Officer, Administrative Assistant and Command Master Chief.** These offices will be outfitted with the Baritone line of furniture, available online at www.unicor.gov/office_furniture/overview/baritone.

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(b) **Mid-grade Managers, OPO, EPO, Chief Recruiter.** These managers that require an individual office at the Navy Recruiting District Headquarters will be offered the UNICOR Harmony line product, available online at www.unicor.gov/office_furniture/overview/harmony

(c) **General workstations at the NAVCRUITDIST Headquarters** will be offered the UNICOR Bravo and Crescendo product line. This product line may also offer panels that will enclose the workstation unlike that at the recruiting station. Examples are provided online at www.unicor.gov/office_furniture/overview/system_furniture/ssbravo.cfm and www.unicor.gov/office_furniture/overview/system_furniture/furn_crescendo.cfm